

COMMUNITIES IN SCHOOLS OF KALAMAZOO
POSITION POSTING
June 23, 2016

Position Title: Volunteer Services Coordinator
25 hours per week.

Reports to: Director of Volunteer & Partner Services

Supervisory: Supports all areas of Volunteer Services, provides functional support, guidance and communication to Volunteers, Site Coordinators and Directors of Elementary and Secondary sites

POSITION SUMMARY:

Assists with the recruitment, screening, selection, support, training and matching of a wide variety of volunteers to work in school settings to address the learning readiness and learning support needs of students so that they can be successful in school and in life. Oversees and coordinates all processes associated with onboarding and tracking volunteers and partners including volunteer applications, partner profiles and memoranda of agreement and volunteer management software. Provides coordination, communication and administrative support for the volunteer program of the organization, including documentation, tracking, scheduling, measuring, evaluating, routine communication, monitoring. May be assigned to represent the organization in various community venues that are or may be a source of volunteer support. Coordinates with Human Resources to ensure that volunteers and partners fulfill all screening and background checking per agency policy. Assists with organizing events that recruit and recognize volunteers.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Bachelor's degree in a relevant area or the equivalent education and experience. Relevant experience in managing a large pool of customers, clients or volunteers.

Strong demonstrated organizational abilities, attention to details and the ability to keep track and oversee multiple tasks and projects simultaneously, communicate with other project/task participants and work with routine disruptions across many sites.

Above average oral and written communication skills with the ability to convey, receive, interpret and document information for reports, correspondence, instructions, etc. Previous experience in some aspect of customer relations very helpful.

Exceptional interpersonal and networking skills and the ability to form trusting and productive working relationships across a wide range of customers, stakeholders and partners.

Requires experience with personal computers and proficiency using word processing, electronic mail and data collection and reporting instruments.

Ability to exercise good judgment, discretion, integrity and knowledge of organizational policies and practices and to convey such information to others (e.g. volunteers, interns, parents, students, etc.).

Understands and embraces diversity and inclusiveness in thought, word and actions. Exemplifies these values

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Please submit a letter of introduction and a current resume to: dkievit@ciskalamazoo.org prior to 5:00 p.m. July 6, 2016